

<b>D.C. OFFICE OF PROPERTY MANAGEMENT</b>  <b>LESSOR'S ANNUAL COST STATEMENT</b> <b>IMPORTANT - Read attached "Instructions"</b>										1. RFP / LEASE NO.			2. STATEMENT DATE	
										RENTABLE AREA (SQ. FT.)			3A. ENTIRE BUILDING	
4. BUILDING NAME AND ADDRESS (No., street, city, state, and zip code)														
SECTION I - ESTIMATED ANNUAL COST OF SERVICES AND UTILITIES FURNISHED BY LESSOR AS PART OF RENTAL CONSIDERATION														
SERVICES AND UTILITIES										LESSOR'S ANNUAL COST FOR				<b>FOR GOVERNMENT USE ONLY</b> (c)
										(a) ENTIRE BUILDING		(b) GOV'T-LEASED AREA		
<b>A. CLEANING, JANITOR AND/OR CHAR SERVICE</b>														
5. SALARIES														
6. SUPPLIES ( <i>Wax, cleansers, cloths, etc.</i> )														
7. CONTRACT SERVICES ( <i>Window washing, waste and snow removal</i> )														
<b>B. HEATING</b>														
8. SALARIES														
9. FUEL ("x" one)														
			OIL			GAS		COAL		ELECTRIC				
10. SYSTEM MAINTENANCE AND REPAIR														
<b>C. ELECTRICAL</b>														
11. CURRENT FOR LIGHT AND POWER ( <i>Including elevators</i> )														
12. REPLACEMENT OF BULBS, TUBES, STARTERS														
13. POWER FOR SPECIAL EQUIPMENT														
14. SYSTEM MAINTENANCE AND REPAIR ( <i>Ballasts, fixtures, etc.</i> )														
<b>D. PLUMBING</b>														
15. WATER ( <i>For all purposes</i> ) ( <i>Include sewage charges</i> )														
16. SUPPLIES ( <i>Soap, towels, tissues not in 6 above</i> )														
17. SYSTEM MAINTENANCE AND REPAIR														
<b>E. AIR CONDITIONING</b>														
18. UTILITIES ( <i>Include electricity, if not in C11</i> )														
19. SYSTEM MAINTENANCE AND REPAIR														
<b>F. ELEVATORS</b>														
20. SALARIES ( <i>Operators, starters, etc.</i> )														
21. SYSTEM MAINTENANCE AND REPAIR														
<b>G. MISCELLANEOUS</b> ( <i>To the extent not included above</i> )														
22. BUILDING ENGINEER AND/OR MANAGER														
23. SECURITY ( <i>Watchmen, guards, not janitors</i> )														
24. SOCIAL SECURITY TAX AND WORKMEN'S COMPENSATION INSURANCE														
25. LAWN AND LANDSCAPING MAINTENANCE														
26. OTHER ( <i>Explain on separate sheet</i> )														
<b>27. TOTAL</b>												\$		
SECTION II - ESTIMATED ANNUAL COST OF OWNERSHIP EXCLUSIVE OF CAPITAL CHARGES														
28. REAL ESTATE TAXES														
29. INSURANCE ( <i>Hazard, liability, etc.</i> )														
30. BUILDING MAINTENANCE AND RESERVES FOR REPLACEMENT														
<b>31. LEASE COMMISSION</b>														
32. MANAGEMENT														
<b>33. TOTAL</b>												\$		
LESSOR'S CERTIFICATION - The amounts entered in Columns (a) and (b) represent my best estimate as to the annual costs of services, utilities and ownership.										34. SIGNATURE OF " OWNER		" LEGAL AGENT		
TYPED NAME AND TITLE										SIGNATURE		DATE		
34A.										34B.		34C.		
35A.										35B.		35C.		

**INSTRUCTIONS**  
**FOR**  
**LESSOR'S ANNUAL COST STATEMENT**

In acquiring space by lease, it is the established policy of OPM to enter into leases only at rental charges which are consistent with prevailing scales in the community for comparable facilities.

**ITEM NUMBER**

1. Enter the Government lease or Solicitation of Offers/RFP number, if available.
2. Enter the date that your statement was prepared and signed.
3. A. Enter in this block a computation of the rentable area (multiple tenancy basis) for the entire building. The rentable area shall be computed in accordance with Building Owners and Managers Association Standard Method for Measuring Floor Area in Office Building (BOMA/ANSI Z65.1-1996) for rentable floor area (i.e. Tenant's gross square footage of the entire office floor, minus the elevator core, flues, pipe shafts, vertical ducts, balconies, stairwell areas and other similar columns and projections).
- B. Enter in this block a computation of the rentable area to be rented to the Government. For this area, follow the procedure as outlined above, except that measurements are to be made only to the center of the partitions which separate the area to be rented by the Government from adjoining rented or rentable areas.
4. Identify the property by name and address.

**SECTION I**  
**ESTIMATED ANNUAL COST**  
**OF SERVICES AND UTILITIES**

5. - 26. The services and utilities listed in this section are required in most of our rented space whether furnished by the Government or the Lessor.

Carefully review the Solicitation of Offers/RFP and/or the proposed lease to identify those services and utilities to be furnished by you as part of the rental consideration. Then enter your best cost estimate, or the actual cost from the previous year, for each of these services and utilities in column (a) for the entire building and in column (b) for the area to be rented to the Government. If any service or utility furnished for the space rented

by the Government is not furnished throughout the building, or the cost of a service or utility furnished to the Government space exceeds the cost of the same service or utility furnished to other rented space, explain on a separate sheet. For convenience, each major category has been divided into separate items such as salaries and supplies so that they may be entered when applicable. However, in the event that your records are not maintained for each item contained in Section I, 5 through 26, the total for a major category (A through F) may be entered under the category heading in columns (a) and (b) in lieu of the specific items. System maintenance and repairs includes the annual cost of such items as oiling, inspecting, cleaning, regulating, and routine replacement costs.

**SECTION II**  
**ESTIMATED ANNUAL COST OF OWNERSHIP EXCLUSIVE OF**  
**CAPITAL CHARGES**

Items 28 through 32 will be useful in the Government's determination of the fair market value of the space to be rented and shall be completed irrespective of whether Section I is applicable, as follows:

28. Include all applicable real estate taxes imposed upon the property.
29. Enter the annual cost of fire, liability, and other insurance carried on the real estate.
30. Enter the annual cost of wages, materials, and outside services used in repairs and maintenance of the building itself and all similar repairs and maintenance costs not included in Section I above (Heating, Electrical, Plumbing, Air Conditioning, and Elevators). This includes major repairs and changes in the nature of a permanent improvement such as annual cost to replace relatively short-lived items such as boilers, compressors, elevators, and roof coverings.
31. Enter any lease commission which you may be responsible for due to the Government leasing action.
32. Include administrative expenses such as agency fees, legal fees, auditing, and advertising. Do not include financial charges such as income or corporate taxes or organization expense.
- 34./35. Complete Lessor certification.